Utah Division of Finance

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FINELINE

A Division of Finance monthly communication service

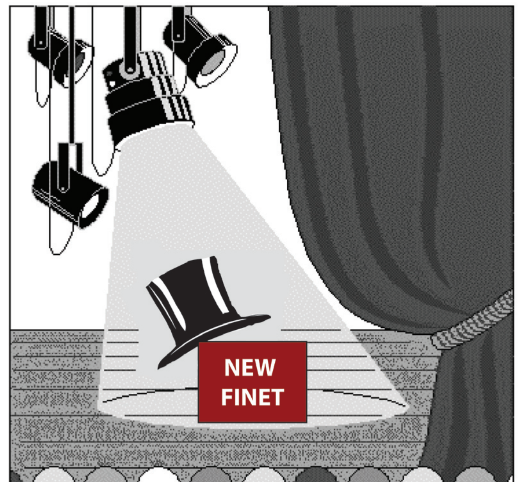
State of Utah

Department of Aministrative Services

July 2006

Opening Night

Everyone has been busy making final preparations for the new FINET system which makes its opening debut on July 3. The Division of Finance staff has been looking forward to this event for quite some time and they have been working long hours to make sure these first few weeks go as smoothly as possible for each person using the new system. We are pleased with the look and power of this new application. It reflects thousands of hours of hard work, thought and creativity. Our thanks and gratitude go out to everyone involved in the upgrade process, especially to all of you who have worked so hard to prepare for this grand event by working through the training courses and readying your individual offices. This has been a group effort every step of the way and we are confident that we can all continue to work together through any "opening-night" obstacles that may present themselves.



There are a few key things to remember as we go live with the new system next week:

Stay calm—As with any major system implementation, there are bound to be bumps and rough spots. As you encounter problems, please keep your cool. We have worked hard to anticipate problems but some unforeseen issues are bound to occur. Call the FINET help desk and give our project team a chance to work on the problem. Internet performance issues are also likely to occur. We will be working together with staff from the Department of Technology Services to help resolve these issues. Communication is key and as we work together to share information, we can streamline problem solving into a quick and efficient process.

Vendor payments may be delayed—We have been busy getting vendors re-registered in the new FINET system. We appreciate the assistance of those agencies who have contacted the vendors they use who had not registered. However, despite our best collective efforts, many vendors have not responded. **We recommend not waiting until the last minute to pay a vendor.** If the vendor is not registered, the person designated in your agency will have to submit a VCC document to add them to the system and the Division of Finance will have to verify key information before approving the VCC. We have informed all vendors that their payments could be delayed if they haven't registered; however, be prepared to deal with some unhappy folks.

Change is exciting—As you have seen in the training, the look and feel and process of how things are done are a little different in the New FINET. The screens have changed and even though you have completed the training, things may feel a little confusing. As we start out, it will likely take more time to complete a transaction. This is normal. Be patient with the learning process; it may take a few months to become as efficient with this new software as you have been with the old system.

Again, on behalf on the whole staff in the Division of Finance, we are very appreciative of all the work and preparation each you have put in to get us to this point. We've asked a lot of ourselves and of you and we are about to find out how prepared we really are. If we continue to work together with a healthy sense of cooperation, we're confident that the transition to the new FINET will be highly successful. Here's to a great opening night! Break a leg, everyone!

Help Desk FAQs (Frequently Asked Questions)

Q. How does the FINET Help Desk work and what extra resources will be available as the new FINET system goes live?

Ken Roner heads the FINET Help Desk Team.

A. The FINET Help Desk will be staffed with people anxious to help you. However, during this period of transition, we expect a higher volume of calls than we regularly receive. We understand you need answers to your questions quickly. If a line is available, someone will be able to help you immediately. If all lines are busy, leave a message with a detailed description of the question or problem. Someone will call you back as soon as they possibly can.

During the transition, there will be more people manning the phones and as calls come in, they will rotate among those who are logged on to the Help Desk. If everyone at the Help Desk is assisting a caller, the next incoming call will go to voice mail. A Help Desk technician will be assigned to retrieving these messages and answering them in the order they were received. Calls going to the Help Desk number will be answered first. Calls going to individual members' phone numbers will be considered personal and will be picked up last.

Remember, this system is new for everyone. Users are used to having 99% of their questions answered while on the phone and within minutes of making the call. Some calls may require research and we will have to call you back with a resolution. Please be patient as we all come up to speed.

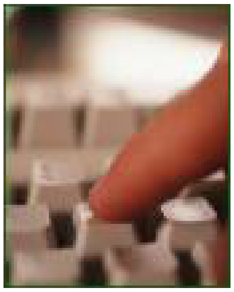
HELP DESK PHONE NUMBER–801-538-9690

Receivable Statements

Statements will be generated through June 30, 2006 in Old FINET. Statements in New FINET cannot be run until the old year cash cutoff is completed on July 21, 2006 and the old year receivables are converted into New FINET. The initial receivable statement in New FINET will show a balance forward of zero and then list all Old FINET converted receivables plus all New FINET entered receivables. After this initial statement run, statements will reflect a balance forward amount and current period activity as they presently do.

Why just *RUN,* when you can
RUN AMUCK?

Vendor Customer Creation and Modification



If you need a vendor setup in old FINET during the close-out period you will continue to use FVENDOR as you have in the past. However, if you also need that vendor set up in new FINET, you will need to complete a Vendor/Customer Creation (VCC) transaction. The Division of Finance staff will approve VCC transactions as fast as possible; however, depending upon the volume of requests, initially it may take us a little longer to process them. Please be patient and know that we will move them through as fast as we can.

Completing a VCC Transaction:

Before submitting a VCC document for a new vendor number, be sure to use the lookup feature in the payment or procurement document to search for a current vendor. Vendors should be searched by Legal Name and by Alias/DBA using the wild card characters ***** and **?**. For example, to find a doctor named Joe Bradley, put *BRADLEY* in the Legal Name field and search. Then put the same thing in the Alias/DBA field and search.

If the vendor needed is not found:

Create a new VCC document from the Document Catalog

1. Enter your Department ID
2. Put 7 in ID field, and check the box for Auto Numbering
3. Click on <u>Create</u>

In the VCC you will need to enter the following information:

Vendor/Customer

General Information

1. Check the box under Vendor/Customer for **Auto Generate (unless it is a vendor used in old FINET, in which case you will not check the box, but you will enter the old vendor number in the "Vendor/ Customer" field.**
2. Select **Organization Type** (either Individual or Company)
3. If Company, enter **Company Name**
4. If Individual, enter **First**, **Middle**, **Last Name**
5. If applicable, enter **Alias/DBA**

CAUTION

It is critical that a Legal Name, not an alias or DBA name, is matched by the IRS to the nine-digit numeric Taxpayer Identification Number you list in FINET. If a match does not exist, your VCC will be returned to you and you will need to begin the whole process again, further delaying payment to your vendor.

Taxpayer ID (TIN)
Employer ID Number (EIN)
Federal ID Number
all the same

Headquarters

1. If this vendor should be linked to a headquarters account, which would be very rare, select the vendor number here. If not, leave this section blank.

Organization

1. Select **Classification** (Individual, Incorporated, Partnership, etc.)
2. Enter **Taxpayer ID Number** (**for employees and foreign vendors, leave blank**)
3. Select **Taxpayer ID Type** (EIN or SSN)(**for employees and foreign vendors, leave blank**)

Disbursement Options

1. The only field that would need to be changed here is **Name on Check**. If the vendor has an Alias/DBA, select which name (or both) should appear on the check.

Address (all vendors need a payment and a procurement address)

1. Click on Insert New Line
2. Select **Address Type** (Payment)
3. Under Address Information, check the box for **Auto Generate** below Address ID.
4. Enter **Street**, **City**, **State**, **Zip**, **Phone**
5. Enter Contact Information if available. If a phone number is entered, a contact name is required.
6. Repeat for Procurement Address Type (you may copy the payment address and just change the Address Type to Procurement if both addresses are the same).

1099 Reporting Information

1. If a vendor already exists with the same Taxpayer ID Number, the fields in this section will be blanked out. No further action is required in this section. **No action is required for employees**.
2. If the vendor **is not** 1099 reportable, you do **not** need to fill in any fields.
3. If the vendor **is** 1099 reportable, check the box for **1099 Reportable** and fill in the **Address**, **City**, **State**, and **ZIP Code.**

Certification

1. Click on Insert New Line
2. Change **Vendor Active Status** to Active
3. Change **Vendor Approval Status** to Complete

When you are finished entering information, click on *Validate* at the bottom of the page to check for errors and then click on *Submit*. The VCC will workflow to Finance for review and approval.

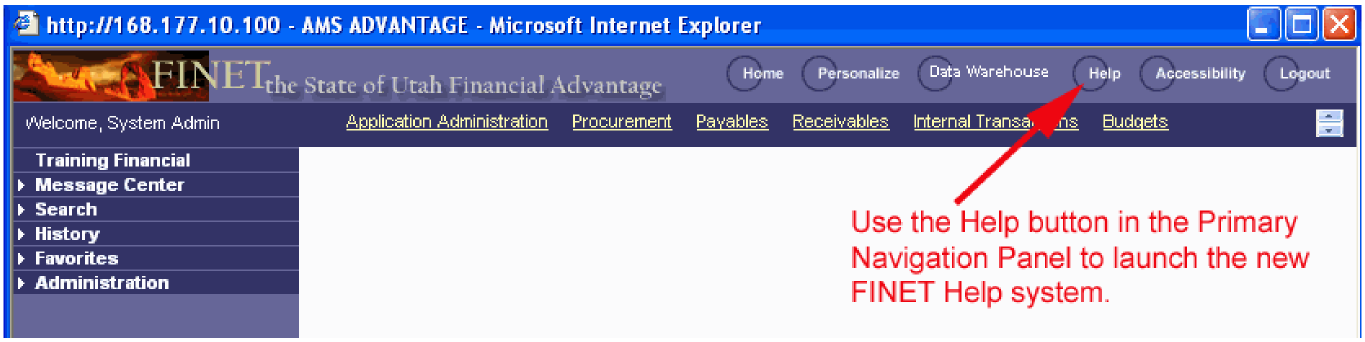
It is not necessary to fax verification when setting up a new vendor.

When requesting changes to an existing vendor, please fax verification, such as invoice or letterhead, stating the changes required. Please include a vendor number. These changes should be faxed to 801-538-3562 to the attention of FVENDOR.

Training Update

Initial training for the new FINET began on April 24th and ends Friday, June 30th. Training classes for the new FINET will begin again in late July or early August in order to allow Larry and Julia to work one-on-one with FINET users calling the Help Desk. Until classroom training begins again, you can access the online training courses at: http://www.finance.utah.gov:8090/quest/FINET/mergedProjects/New_FINET_training/Courses.htm.

The Online Help system in the new FINET is also available by clicking on the HELP button in the Primary Navigation Panel of the new FINET.



Training Statistics

Total courses taught through 6/23:	**87**
Total days of classes taught thru 6/23:	**42 days**
Average virtual class size:	**17**
Largest number of students:	**58**
Smallest number of students:	**4**

Number of students from 4/24 – 6/23:	
TOTAL	**1501**
Procurement – Requisitions	184
Procurement – Purchase Orders	288
Payables	395
Receivables & Cash Receipts	196
Internal Transactions	108
Budgets	114
Fixed Assets	103
Inventory	47
Document Approval	66

FINELINE Calendar–July

July 3	**All new year activity is entered in NEW FINET. All accounting transactions default to accounting period 01/07 with budget FY 07.**
July 3	NEW year salary and benefit rate changes go into effect. Will affect July 28 paycheck.
July 7	Finance runs the FIRST Purchase order roll or lapse (EPNY) job (for PCs, PDs & PGs). The default is "No Action". Those marked to ROLL will be converted into NEW FINET and will be available to reference on payments made NEW Year in NEW FINET.
July 7	Last day to post OLD year FINET documents for June reports.
July 8	OLD and NEW FINET systems are closed for the weekend for conversion of Master Agreements.
July 11	Distribute OLD FINET June month-end reports.
July 14	Single Audit Summary Schedule of Prior Audit Findings due back.
July 14	First OLD year IAT cutoff. Process after this date only if: (1) the transaction affects only orgs within same line item; or (2) the seller notifies the main budget officer in the buyer agency.
July 14	Cutoff for July OLD #1 FINET month-end reports.
July 17	Finance distributes July OLD #1.
July 18	Finance distributes Closing Schedule #1, including non-budgeted line items.
July 21	Last date to enter ro correct OLD Year REs and INs in OLD YEAR, OLD FINET. All OLD YEAR Receivables will be converted to REs i nNEW YEAR, NEW FINET.
July 21	OLD year cash recording cutoff. For adjustments after this date, please contact Cindy Robinson at 538-3126.
July 21	Lease information due back to Rob Miles.
July 21	June OLD year fixed asset reconciliations due to Rob Miles.
July 22	OLD and NEW FINET systems are closed for the weekend and holiday for conversion of Accounts Receivable.
July 28	OLD year check cancellation cutoff.
July 28	FINAL PAYMENT DATE. Last day to make ANY OLD Year Payments in OLD FINET. Any payments after this date will be made in NEW YEAR, NEW FINET. Process a closing accrued expenditure IAT for old year payments made in new FINET after this date.
July 28	Finance runs the FINAL Purchase order roll or lapse (EPNY) job.
July 28	Last day to process all OLD year petty cash reimbursements.
July 28	NO MORE OLD YEAR purchasing transactions can be entered in old FINET after this date.
July 28	Cutoff for July OLD #2 FINET month-end reports.

July 28	Process all OLD year inter-agency IATs by this date (notify buyer agency's main budget officer).
Aug. 1	Final calculation of dedicated credits lapsing amounts.
Aug. 1	Finance distributes July OLD #2.
Aug. 1	Finance distributes Closing Schedule #2, including non-budgeted line items.
Aug. 5	Run JULY NEW FINET month end.
Aug. 8	JULY NEW FINET month end reports available on Data Warehouse.
Aug. 11	Final cutoff for all OLD year documents entered by departments into OLD FINET.
Aug. 11	Closing schedules due back to State Finance.